

### **Mapping User Drive G: To GIS Server:**

1. Have the User log onto their workstation.
2. Right click on [ My Computer ], and then click on [ Explore ].
3. Click on [ Tools ] → [ Map Network Drive ].
4. Select [ G: ] for the Drive letter and type: <\\nmalbuquerque110\data> for the folder location.
5. Make sure the [ Reconnect at logon ] box is checked, and then click on [ Finish ].

From now on when the User logs on, the G: drive will always map to the GIS Server.

As you continue to work on your project files (.mxd) you will find that the source links to your data layers are broken. The layer that ArcMap cannot find will have a red exclamation point beside the box and there is a gray check mark in the box next to the layer name. To redirect the ArcMap project to look for geodata now stored on the G:\ drive follow the instructions below:

### **Instructions To Redirect ArcMap:**

- Highlight the layer name and right mouse click on it. Select [ Properties ].
- Go the [ Source tab ] and click on [ Set Data Source ].
- If G:\geodata does not show in the Arc Catalog list click on the [ Connect to Folder ] icon.
- Browse to G:\geodata and click [ OK ].
- Browse to the appropriate folder where your data layer is located.
- Single click on the shapefile for your data layer and click on the [ Add ] button.
- Note the path name that is now listed on the [ Layer Properties Source tab ] and click [ OK ].
- The Table of Contents will no longer display the red exclamation point and gray check mark and the layer is available for your use.

Follow the same procedure to redirect all data layers.